

TEXAS EDUCATION AGENCY
CPE Provider Registration Form
Instructions

All persons or organizations seeking to provide Continuing Professional Education (CPE) activities to educators for certificate renewal purposes must register with the Texas Education Agency.

The following entities are pre-approved as providers of continuing professional education and are required to fill out Sections A and B of the subsequent form.

- Texas public school districts;
- Regional education service centers;
- Accredited institutions of higher education;
- Professional education membership associations that have offered professional development in Texas for at least five years and have tax exempt status, or a state association affiliated with a national association with tax exempt status;
- Accredited non-public Texas schools;
- Texas Education Agency; and
- State Board for Educator Certification.

All other entities and organizations are not pre-approved and are required to fill out Sections A, B, and C of the subsequent form.

Please submit completed registration form to:

**Texas Education Agency
Division of Educator Standards
1701 North Congress Ave
WBT 5-100
Austin, TX 78701-1494**

Or you may FAX the form to (512) 936-8231.

All questions regarding the CPE provider registration process should be directed to the Division of Educator staff at (512) 936-8233.

**Texas Education Agency
CPE Provider Registration Form**

General Instructions: All Pre-Approved providers of Continuing Professional Education (CPE) activities for standard certificate renewal must complete Sections A and B. All Prospective Providers must complete Sections A, B, and C.

SECTION A

Part 1 – Provider Information

Name of Provider (Individual or Organization)

Primary Contact Name

Street Address or P.O. Box

City

State

Zip

(Area) Phone number

(Area) Fax number

E-mail

County-District Number (if applicable)

Website

Tax Exempt ID Number [if applicable under 26 USC §501(C)(3)-(C)(6)]

Part 2 – Intended Geographic Area, CPE Audience, and Grade Level (check all that apply)

Geographic Area	CPE Audience	Grade Level
_____ Local	_____ Teachers	_____ Elementary (EC-4)
_____ Regional	_____ Administrators	_____ Middle School (4-8)
_____ Statewide	_____ Certified Support Staff	_____ High School (8-12)
_____ ESC # _____	_____ Paraprofessionals	
	_____ Miscellaneous Participants	

STATE BOARD FOR EDUCATOR CERTIFICATION USE ONLY

_____ Date Received _____ Date Approved _____ Provider ID Number

Part 3 – Content Development CPE Areas/Levels (check all that apply)

- ☐ **English Language Arts**
☐ Spanish/Language Arts (EC-4)
☐ Bilingual Education
☐ ESL
☐ English
☐ Journalism
☐ Speech Communication
☐ Reading
☐ Languages Other Than English
(i.e. Spanish, French, German)
☐ **Math**
☐ **Science**
☐ Earth Science
☐ Life Science
☐ Physical Science
☐ **Social Studies**
☐ Economics
☐ Geography
☐ Government
☐ History
☐ Psychology
☐ Sociology
☐ **Physical Education**
☐ Health Education
☐ Driver Education

- ☐ **Fine Arts**
☐ Art
☐ Music
☐ Dance
☐ Theatre
☐ **Technology Applications**
☐ **Special Education**
☐ Gifted and Talented
☐ Hearing Impaired
☐ Mild/Moderate SPED
☐ Profound/Severe SPED
☐ Visually Impaired
☐ SPED Other
☐ **Career and Technology Education**
☐ Agricultural Science
☐ Business and/or Marketing Education
☐ Career Connections/Career Investigation
☐ Family and Consumer Sciences
☐ Health Science Technology Education
☐ Technology Education
☐ Trade and Industrial Education
☐ **Other Content Areas (specify):**
☐ _____
☐ _____
☐ _____

Part 4 – Professional Development CPE Areas/Levels (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> District/Campus Priorities | <input type="checkbox"/> <i>Professional Standards: Teachers</i> |
| <input type="checkbox"/> Instructional Strategies | <input type="checkbox"/> <i>Professional Standards: Master Teachers</i> |
| <input type="checkbox"/> Child Development and Research | <input type="checkbox"/> Professional Standards: Principals |
| <input type="checkbox"/> Discipline Management | <input type="checkbox"/> Professional Standards: Superintendents |
| <input type="checkbox"/> Applicable Federal and State Laws | <input type="checkbox"/> Professional Standards: School Librarians |
| <input type="checkbox"/> Diversity and Special Needs Populations | <input type="checkbox"/> Professional Standards: School Counselors |
| <input type="checkbox"/> Increasing/ Maintaining Parental Involvement | <input type="checkbox"/> Professional Standards: Ed Diagnosticians |
| <input type="checkbox"/> Integrating Technology into Ed. Practices | <input type="checkbox"/> Youth Violence |
| <input type="checkbox"/> Ensure Students Read On/Above Level | <input type="checkbox"/> School Crisis Management |
| <input type="checkbox"/> Obstacles to Student Learning | <input type="checkbox"/> Other/Emerging Prof. Dev. Issues/Topics: |
| <input type="checkbox"/> Other Related Prof. Dev. Issues/Topics: | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

SECTION B – Provider Assurances

All providers must meet the following requirements:

1. The provider must supply documentation of clock hours of continuing education to the educator. Such documentation must include the provider's county/district number or the registration identification number assigned by TEA.
2. The provider must specify to the educator what the content and numbers of approved Continuing Professional Education (CPE) clock hours are for each CPE activity.
3. The provider must comply fully with the nondiscrimination provisions of all federal and state statutes, laws, and rules and prohibit unlawful discrimination in the provision of CPE activities to any certified educator.
4. Sessions offered by the provider must contribute to the advancement of professional knowledge and skills identified by the standards and proficiencies of the State Board for Educator Certification.
5. The provider must conduct an ongoing in-depth self-study to systematically assess the CPE needs and priorities of educators served by the provider as well as the quality of the CPE activities offered.
6. The CPE activities offered must promote high levels of student learning for all students and provide educators access to various models of effective practice such as training, individually-guided, inquiry, observation/assessment, and development/improvement processes.
7. The provider will make Texas Education Agency contact information available to educators at all sessions in order to facilitate requests for TEA application forms, additional information, or complaint procedures.
8. Providers who contract with other individuals or entities for the delivery of CPE activities must monitor the quality of those activities.
9. The provider must maintain, update, and make available to educators a listing of all CPE activities offered for certificate renewal. Providers are encouraged to post CPE activities on the web.
10. The provider is required to maintain a list of CPE activities provided that includes a list of attendees, the date and content of the activity, and the number of clock hours that count toward satisfying CPE requirements.

On behalf of the provider designated on this form, I understand and agree to the above requirements and verify that the information provided on this form is true, correct, and complete.

Printed Name of Individual Provider or Authorized Representative

Title of Individual Provider or Authorized Representative

Signature of Applicant or Authorized Representative

Date

SECTION C

General Instructions: Please provide short responses to the following items. Written responses are limited to no more than a total of five double-spaced typed pages. (Note: Applicants may be asked to submit additional information upon request.)

1. Provide a brief description of your own or your organization's qualifications to provide professional development activities to educators.
2. Briefly summarize the types of continuing professional development *activities/workshops* you or your organization would provide educators.
3. Discuss how your proposed CPE activities will meet the Texas criteria for quality professional development. This information may be found at <http://www.sbec.state.tx.us/SBECOnline/certinfo/pdichrt.pdf>.
4. Explain how your professional development experiences are aligned to relevant proficiencies for Texas educators in learner-centered schools. This information is found in [19 TAC §150.1002](#).
5. Briefly discuss how your professional development activities for educators reflect the Texas Essential Knowledge and Skills (TEKS). These may be found on the Texas Education Agency website at <http://www.tea.state.tx.us/teks/index.html>.